

University of the Incarnate Word Request to Study at Another Institution

Transfer Credit Policy:

- 1) No more than 66 semester hours may be accepted from a junior or community college. Once the student has completed 66 semester hours, either at UIW or in combination with transfer work, no work will transfer from a junior/community college.
- 2) A maximum of 92 semester hours of transfer work may apply toward a UIW degree.
- 3) CLEP credits are considered transfer credit and will be calculated in the 92-semester hour limit.
- 4) The final 30 hours toward a degree must be completed in residence at UIW.

If approved, it is the student's responsibility to provide the Registrar's Office with an official transcript reflecting the completion of the courses.

Part I: Student Information (Please print or type)

Name _____ Home Phone: _____
 Address: _____ Work Phone: _____
 _____ Classification: _____
 Major: _____ Anticipated Date of Graduation _____

Part II: Request to Study at Another Institution (Print or type)

Name of Institution: _____

Semester/Year of Intended Enrollment: _____ Total Hours Requested: _____

List Requested Courses: (All information must be provided for consideration; refer to example below)

Course Number	Course Title	Credit Hours	Equivalent UIW Course Number	Use: (Indicate Core, Major, Elective, Etc.)
ENGL 1301	Composition I	3	ENGL 1311	Core
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student's Signature _____ Social Security Number _____ Date _____

Part III: Approval Signatures ***Enrollment will not be approved without advisor signature.***

Advisor: Approve Disapprove
 Comment: _____

Advisor's Signature _____ Date _____

Registrar: Approve; Disapprove
 Comment: _____

Registrar's Signature _____ Date _____

Dean (As Needed): Approve; Disapprove
 Comment: _____

Dean's Signature _____ Date _____

Vice President for Academic and Student Affairs (As Needed): **Approve;** **Disapprove**

Comment: _____

Vice President's Signature

Date